

STUDENT ACTIVITY 1.1-1.2: CONFIGURING CONTROL PANEL OPTIONS AND DESKTOP SETTINGS

MTA Course: 10753 Windows Operating System Fundamentals

Topic: Configuring Control Panel options and desktop settings

File name: 10753_WindowsOS_SA_1.1-1.2

Lesson Objectives

1.1: Configure Control Panel options. *This objective may include but is not limited to:* configuring administrative tools, configuring accessibility options.

1.2: Configure desktop settings. *This objective may include but is not limited to:* configuring gadgets, profiles, display settings, shortcuts, and Aero configurations and capabilities.

Resources, software, and additional files needed for this lesson:

- Workstation with Windows 7 Professional or Enterprise edition
- Alternative option:
 - A virtual machine with Windows 7 Professional or Enterprise edition

Directions to the student:

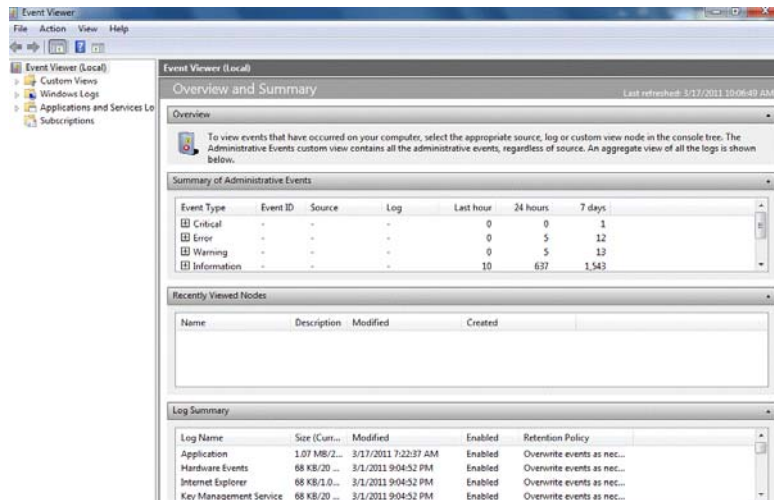
Complete the following hands-on activities. Note that the screenshots in the activity may look different from your system. Answer the questions as you progress throughout the activities. Verify your answers with the instructor.

Configure Control Panel Options

1. Authenticate into your system using the credentials provided by your instructor.
2. Click Start and click the Control Panel menu option.
3. What is the default view of Control Panel?

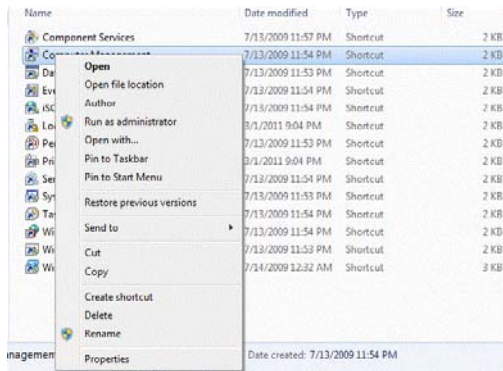
4. Select Small icons from the View by options.
5. Locate and click Administrative Tools.

6. Locate and double-click Event Viewer, which should look similar to the following image.



7. In the Summary of Administrative Events panel, list the five event types:
- _____
 - _____
 - _____
 - _____
 - _____
8. Close Event Viewer by clicking the red X in the upper-right corner. This should return you to the Administrative Tools area within Control Panel.
9. Locate and double-click Computer Management.
10. List the applications found under System Tools within Computer Management:
- _____
 - _____
 - _____
 - _____
 - _____
 - _____
11. Expand Services And Applications.
12. Click Services. A list of services should be displayed in the right panel.
13. Locate and focus on the Themes service by clicking it.

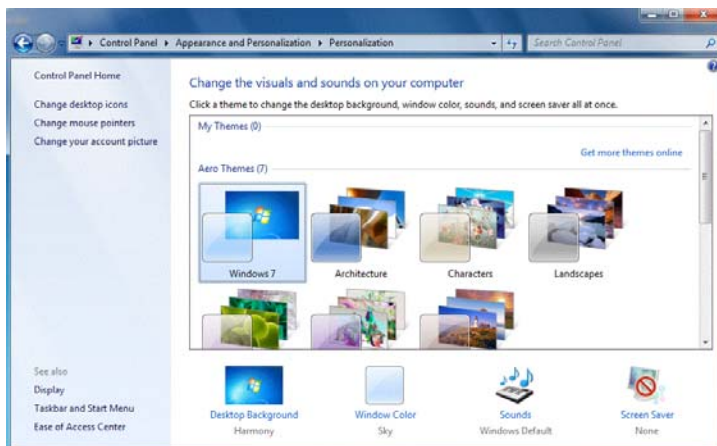
14. What does the Themes service do? (HINT: a description is listed in the left column)._____
15. Close Computer Management by clicking the red X in the upper-right corner. This should return you to the Administrative Tools area within Control Panel.
16. Right-click Computer Management to display the action menu as displayed here.



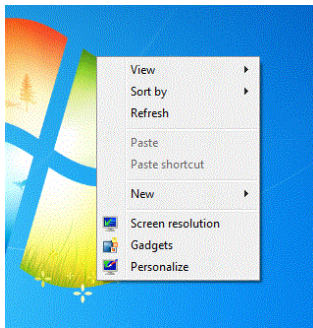
17. Select Pin To Taskbar. This should create a shortcut icon on the taskbar for Computer Management. You can also select Pin To Start Menu, which would create a shortcut icon to Computer Management on the Start menu. This can be done with any shortcut or application.
18. Close the Administrative Tools window by clicking the red X in the upper-right corner. This should return you to all the Control Panel Items.
19. Change back to Small icons in the View by options.

Configure Desktop Settings

1. Open Control Panel, if it is not already displayed.
2. Click Change The Theme under the Appearance and Personalization category, as displayed here.



3. Click Architecture within Aero Themes.
4. Minimize the Personalization window by clicking the (-) button in the upper-right corner.
5. Did the desktop background change?
 - a. Yes
 - b. No
6. Reset the theme to the Aero Windows 7 theme.
7. Minimize the Personalization window by clicking the (-) button in the upper-right corner.
8. Right-click anywhere on the desktop to display the Action menu as displayed here.



9. Note the three Action menu options:
 - a. Screen resolution—Changes the size of the desktop.
 - b. Gadgets—Adds Gadgets such as a clock or the Weather gadget to your desktop
 - c. Personalize—Changes themes, backgrounds, and screen savers.
10. Each of these options quickly takes you to the options within the Categories in Control Panel.
11. Click Gadgets, as displayed here.



- 12.** Double-click Weather. This should display the Weather gadget in the upper-right corner of the desktop.
- 13.** Right-click the Weather gadget and click the larger option. This will display the three-day weather forecast.
- 14.** Right-click the Weather gadget, click the wrench icon, and enter the ZIP code or city where you are currently located. Then click OK.
- 15.** Did the weather forecast adjust to your current location?
- 16.** Have your instructor verify your configuration and activity answers.